



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

December 24, 2008

Toby Wiik, President
Standard Filter Corporation
5928 Balfour Court
Carlsbad, CA 92008

Dear Mr. Wiik:

RE: **Final MONITORING VISIT REPORT for Standard Filter Retraining SB
ET07-0194**

Date of the Visit:	11/06/08
Beginning/Ending Time:	1:30pm-4:00pm
Date of Last Visit:	2/13/08
Visit Location:	Carlsbad
Persons in attendance:	Melissa Rowland, Finance Manager, Standard Filter Corporation (SFC); and Suzanne Godin, ETP Contract Specialist
Action Items remaining from Prior Meeting:	No
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	11/14/06-11/13/08	Agreement Amount:	\$39,000
Training Start Date:	11/16/06	No. to Retain:	25
Date Training must be Completed:	8/14/08	Range of Hours:	8-60
Type of Trainee:	Retrainee	Weighted Ave. Hours:	60

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ETP (04/15/05)

FINAL REPORT SUMMARY:

AGREEMENT HISTORY

The agreement was approved at the October 2006 Panel Meeting and was executed on 11/22/06. Training began on 11/16/06. Ms. Rowland reported that all training was completed on 8/13/08 which allowed for the 90-day retention period to be completed within the term ending date of the Agreement. ETP two revisions to the SFC Agreement: a modification that added CBT training to Agreement and corrected the class/lab reimbursement from \$22.00 per hour to \$26.00 per hour; and an amendment that extended the term of the Agreement by twelve months.

INTERVIEW WITH THE CONTRACT REPRESENTATIVE: MELISSA ROWLAND

Ms. Rowland reported that the ETP-funded training had been a positive experience and that without the assistance of ETP, SFC would not have been able to provide the amount of formal, structured training that it did.

As a result of the business skills, continuous improvement and manufacturing skills acquired from training, SFC employees have begun to function as a team and have a better understanding of and respect for each other's jobs and how one individual's performance (or lack of) affects the rest of the company. Communication between departments and between frontline workers and management has improved greatly. Another noticeable change has been the increased confidence of production workers who are more willing to take responsibility for problem solving and are more empowered to make continuous improvement suggestions and interact with management. A culture of teamwork has begun to emerge, and the production workers are beginning to understand the power of "one-piece flow". The lean manufacturing skills training delivered to your production workers enabled them to reconfigure the shop floor, create work cells, and get rid of non-value added steps. Implementing these changes has resulted in the elimination of bottlenecks and wasted time.

DISCUSSION OF PROJECTED EARNINGS:

Ms. Rowland stated that the statistics on the class/lab tracking system were correct which showed that 19 trainees (76% of planned retentions) completed the specified range of class/lab hours (8-60) and retention period. SFC tracked 906 eligible hours on the ETP class/lab/CBT tracking system for the aforementioned 19 trainees. Therefore, SFC is eligible to earn \$23,272 (60 percent of the encumbered amount) if all other agreement conditions are met. As of the date of this report, the final contract closeout had been issued and SFC had received \$23,272.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	22	Completed Training:	19
Trainees Enrolled:	22	Completed Retention:	19
Dropped Following Enrollment:	3	In Retention Period:	0
No. Completed Minimum Reimbursable Hours :	19		

ATTENDANCE ROSTERS:

Ms. Godin reviewed of attendance rosters for 6 trainees and compared them to the hours entered into the ETP on-line tracking system.

Attendance Rosters reviewed:	2/7/08-8/13/08	Rosters reviewed contained all the required information per Title 22, California Code of Regulations, Section 4442.	YES
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INVOICES:

Documentation reviewed was consistent with information reported on Invoices	4, 6,	Yes
Progress Payments	1, 2	Yes
Final Payment		N/A

AUDIT:

You will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable.

Listed below are types of records typically requested during an ETP field audit:

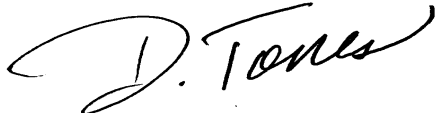
- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Suzanne Godin at (619) 686-1918 or at sgodin@etp.ca.gov within ten (10) working days from the receipt date of this letter.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Torres", with a large, stylized initial "D" and a long, sweeping underline.

Diana Torres, Manager
San Diego Regional Office

A handwritten signature in black ink, appearing to read "SMB", with a large, stylized initial "S" and a long, sweeping underline.

Suzanne Godin, Contract Analyst
San Diego Field Office

cc: Kulbir Mayall, Fiscal Manager
Master File
Project File